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**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
MUNICIPAL SUPPLY ORDER
REPORT**

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Page 1 of 1

Policy: Milwaukee County EMS will provide a monthly report to each community detailing the supplies ordered to stock the ALS units and the charges to the community for those supplies.

The Supply Order Report will be maintained in an Access Database with the following information:

- Community
- ALS unit
- Date of the order
- Product code
- Product description
- Quantity ordered
- Unit price
- Line total for the product
- FMLH overhead charge for single item*
- FMLH total charge for single item*
- Outside vendor shipping charge for single item*
- Outside vendor total charge for single item*
- Subtotal for FMLH charges for the month
- Subtotal for outside vendor charges for the month
- Subtotal for shipping charges for the month

*When applicable

Supporting documentation will be attached to verify charges are correct:

- Order sheets will be attached to the report if the supply order is called in to the Stores Clerk. Communities that fax or electronically submit order sheets are strongly encouraged to keep their copy on file, as the copies will not be attached to the report.

Charges will be applied to the month the order is placed.

- If an item is backordered, a document will be enclosed with the order stating which items are backordered. The items will be delivered to the Fire Department as soon as possible after they arrive.
- Some supplies routinely have a delayed delivery date (e.g. Comfits) and are usually delivered within 3 working days. These items will not be listed on the backorder statement.

It is the responsibility of the receiving Fire Department to check the supplies upon delivery. Any discrepancies are to be reported to the Stores Clerk as soon as possible, but no later than 72 hours after delivery.